

## Publication Committee Meeting

### Minutes

Thursday, May 10, 2007  
4:00 – 5:00 PM

Attendance: Eugene Harris (Chair), Patricia Spradley, Helene Dunkelblau, Ruth Griggs-Fontana

The committee discussed the following:

- The committee skimmed through the most recent version of the Handbook and came to the conclusion that much of the information presented could be found in other sources, particularly the College Bulletin. It was therefore decided that each of the members of the Committee would review a section of the Handbook:

Helene Dunkelblau:	pp. 7-14
Ruth Griggs-Fontana:	pp. 14-28
Pat Spradley:	pp. 28-36
Eugene Harris:	pp. 63-68

- Each reviewer should evaluate whether his/her section is necessary (e.g. is it redundant with what is in the Course Bulletin?) and decide whether parts can be cut down or eliminated
- Each reviewer should make notes in the Handbook indicating his/her suggestions (e.g. passages to eliminate, references to the College Bulletin, etc.) and bring them to the next meeting
- Eugene mentioned that we are still missing the part of the Handbook on Human Resources which is the part that Liza Larios is working on. It was decided that Eugene will talk to Phil Pecorino about the situation and then meet with Liza to try to expedite the process. Pat emphasized the need to have clear deadlines in order to bring the Handbook project to completion. The current Handbook has much outdated information, and new faculty come into the College every semester.
- Ruth reminded the Committee that once the Handbook is complete, we will still need about one month for the publishing and production process
- The Committee talked briefly about making the Handbook available to faculty online, once the revision is complete.
- It was decided that the next meeting will be held on Wednesday, October 31 at 2 PM.

Respectfully submitted,

Helene Dunkelblau

